

Checklist for Non-Iowa Institution Application Form School Psychology

Incomplete applications will delay processing. Please double check:

- _____ Have you completed Section I?
- _____ Have you sent the form to the institution through which you completed your school psychology program and secured the signature and seal (on the bottom of Section II) of the recommending official at that institution (probably housed in the registrar's office)?
- _____ Have you attached official transcripts of all college credits including transferred credits?
Course titles must be stated on transcripts. Course numbers only or total credits transferred do not provide adequate transfer information.
- _____ Have you enclosed your check or money order which includes the fees for: evaluation and processing (\$85), issuance of the license (\$60), and the background check (\$52)? **TOTAL = \$197**
(These fees may be combined in a single check or money order to: Board of Educational Examiners or BOEE.)
- _____ Have you enclosed, or sent separately, your completed fingerprint card and waiver form?
(If you need a card, call 1-800-778-7856. Leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.)
- _____ If you hold a valid or expired license from the state in which you completed your school psychology program, have you enclosed a photocopy of the license?
- _____ Have you signed and dated the application?

For Practicing School Psychologists

- _____ Have you verified sufficient school psychology experience? (You may use our form or a letter from an administrator in the employing school district on school letterhead stating the nature, and dates of your assignment.) Licensure types and requirements are listed below.
 - Initial License* - does not require verification of experience.
 - Standard License* - at least three years of experience
 - Master Educator License* – five or more years of experience (and at least a Master's degree)

For Internships in School Psychology

An applicant who must complete an internship or thesis as an aspect of an approved program in preparation as a school psychologist could be issued a *Conditional License* under the following limited conditions:

- _____ Verification from the institution that the internship or thesis is a requirement for successful completion of the program.
- _____ Verification that the employment situation will be satisfactory for the internship experience.
- _____ Verification from the institution of the length of the approved and planned internship or the anticipated completion date of the thesis.
- _____ Verification of the evaluation processes for successful completion of the internship or thesis.
- _____ Verification that the internship or thesis is the only requirement remaining for successful completion of the approved program.

The above information must be provided by an institution official where the applicant is completing the approved school psychology program and forwarded to the Iowa Board of Educational Examiners, along with the application form for licensure.